

California Energy Commission



CLASSIFICATION: Mechanical Engineer

TENURE: Permanent

TIME BASE: Full Time

SALARY: Mechanical Engineer – Range A: \$4,608 – \$5,494
Range B: \$5,276 – \$6,601
Range C: \$6,103 – \$7,635
Range D: \$6,897 – \$8,630

LOCATION: Efficiency Division
Standards Implementation Office, Sacramento, CA

FINAL FILING DATE: Until Filled

The California Energy Commission's Standards Implementation Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DUTIES/RESPONSIBILITIES:

- Perform a wide variety of field and office mechanical engineering assignments pertaining to mechanical engineering design for, and compliance with, the building energy efficiency standards. Prepare complete and comprehensive engineering reports that include engineering specifications for residential and nonresidential building efficiency measures, incorporating calculation methods. Evaluate the economic impact and energy savings of alternative building designs and technology for the development of energy analysis computer programs and for determining the impact of energy efficient building design.
- Perform difficult mechanical engineering research work and develop technical educational materials to support implementation of the building energy efficiency standards and energy analysis computer programs used for determining compliance with the residential and nonresidential building regulations.
- Prepare complete mechanical engineering responses for highly technical correspondence and phone inquiries about building designs, drawings and specifications from building officials and the building industry.
- Serve as a technical resource, advise management and Commissioners, provide professional engineering advice, and prepare and present expert witness testimony on complex residential and nonresidential building design issues.

- As contract manager, responsibilities include managing complex engineering contracts to develop building designs and specifications, preparation of RFP's, conducting bidders' conferences, bidder evaluations and selection, negotiation of work statements, deliverables, financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparing required documentation.
- Respond to requests for technical engineering assistance and information from the public, governmental agencies, utilities, and other organizations interested in energy efficiency policy, programs, and technologies.
- Organize, conduct, and participate in workshops, hearings, conferences, briefings and training sessions.
- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects
- Strong written and verbal communication skills

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #420-283 and Position #4200-3583-016 the explanation section of the STD. 678.**

PLEASE NOTE: *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Jill Ford – RPA# 420-283
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 653-4521
personnelservices@energy.ca.gov

**California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922**